



# COUNCIL ON RESOLUTIONS: HOW TO PROPOSE RESOLUTIONS

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## Council on Resolutions

Rotary International's Council on Resolutions meets online each year to vote on proposed resolutions submitted by clubs, districts, the RI Board, and the general council or conference of RIBI and any urgent enactments proposed by the RI Board. Adopted resolutions are then considered by the RI Board or the TRF Trustees. Each district's Council representative participates in the Council on Resolutions, and every club and district may propose resolutions. If your club or district is considering proposing a resolution for the Council on Resolutions, please follow the guidelines below.

## Deadline to Submit Resolutions

Proposed resolutions from clubs and districts for the Council on Resolutions must be received by Rotary International on or before **30 June** prior to the Council on Resolutions, including the governor's confirmation of endorsement. There are no exceptions to the deadline.

## Proposing Resolutions

Resolutions are suggestions to the RI Board or TRF Trustees. They can be submitted to the Council on Resolutions by clubs, districts, the RI Board, and the general council or conference of RIBI. However, a resolution proposed by a club must also be approved, or endorsed, by the clubs in its district at its district conference, a district legislation meeting, or through a ballot-by-mail, before it can be submitted to Rotary. Resolutions must be submitted by **30 June** through the online form found on the [Councils page](#) of My Rotary.

## Drafting a Resolution

Resolutions are made up of two parts. First is the supporting information, which uses preambulatory or whereas clauses as the proposer's argument for the resolution.

The second part to each resolution is the action or resolved clause. Resolutions may contain any number of supporting information clauses, but they only have one resolved clause. The resolved clause states the action that the proposer wishes the RI Board or TRF Trustees to consider. For examples of resolutions, see the most recent Council on Resolutions [results](#).

## Endorsing a Resolution

For a club to propose a resolution, the club's board of directors must first submit the proposed resolution to the club members for adoption, before sending it to the district. A district or a district council in RIBI may also propose a resolution directly to the district. Any resolutions proposed by clubs or districts are then approved, or endorsed, by the district at a district conference, a district legislation meeting, or through a ballot-by-mail.

If a district does not have enough time to vote on a proposed resolution in person, the governor may conduct a ballot-by-mail. Such ballot should follow as closely as possible the balloting procedures set forth in the RI Bylaws section for electing a governor-nominee through ballot-by-mail.

Once endorsed, the proposer may submit the resolution to Rotary through the online form found on the [Councils page](#) of My Rotary by **30 June**. The district governor must also confirm the district's endorsement by **30 June**.

## District Governor Confirmation

The governor can confirm endorsement in one of two ways:

1. Submit the proposed resolution him or herself and confirm the district's endorsement in the online form found on the [Councils page](#) of My Rotary.
2. If the proposed resolution is submitted by someone other than the governor, the governor will receive an email letting him or her know that the resolution has been submitted. The governor should then reply to Council Services at [council\\_services@rotary.org](mailto:council_services@rotary.org), along with his or her confirmation that the information submitted is correct and that the district has endorsed the proposed resolution.

## Duly Proposed Resolutions

The submission must include the following by 30 June in order to be considered duly proposed for the Council on Resolutions:

1. Name of the proposing club or district
2. Confirmation from the district governor that the resolution was endorsed by the district
3. Text of the proposed resolution

In addition, all proposed resolutions should be submitted within 45 days of being endorsed by the district.

## Defective Resolutions

The Constitution and Bylaws Committee reviews each proposed resolution to determine if it is correctly drafted or whether it is defective. A proposed resolution will be deemed defective if

1. it would request an action, or express an opinion, that is in conflict with the letter or spirit of the constitutional documents;
2. it would request an action that involves administrative or management matters within the discretion of the RI Board or TRF Trustees;
3. it would request an action which has already been implemented by the board or trustees; or
4. it is not within the framework of the program of RI.

If a resolution is deemed defective, it may be corrected and submitted to a future Council on Resolutions.

## Tips for Proposed Resolutions

- **Be intentional.** The argument, or whereas clauses, should support your recommendation. Why is the recommendation important? How will it help Rotary?
- **Specific details are important.** If the resolution is adopted, the text of the resolution is the only information the RI Board or the TRF Trustees will review when considering the recommendation. If you want it to be implemented in a certain way, clearly state that in the whereas and resolved clauses of the resolution.
- **Review past resolutions.** Resolutions for the previous Council on Resolutions are posted on [My Rotary](#). Take a look to see if 1) your idea has been proposed before and 2) how a resolution is written.
- **Ask for help.** Past representatives, the Constitution and Bylaws Committee, and Council Services staff are all knowledgeable about drafting resolutions. If you need help drafting a resolution, please let us know.

## Should you propose a resolution?

Resolutions are a great way to propose ideas that will impact the Rotary world; however, the Board only reviews adopted resolutions. To guarantee that the Board reviews your proposal, submit it instead as a petition to the Board as described below.

In addition, if you are proposing a resolution requesting the Board to draft a future enactment, please consider drafting the proposed enactment instead. This will help ensure that your idea is considered by the Council on Legislation using your intended language and that it is submitted in a timely manner.

## Petitions to the Board

Instead of proposing a resolution to the Council on Resolutions, a club may wish to consider submitting a petition to the RI Board, which is a request for action on a specific matter. Items that have a limited scope, rather than impacting the whole Rotary world, are better to submit as petitions.

The process allows clubs to bring issues of concern to the Board for consideration and possible action at its regular meeting. The RI Board hears petitions at every meeting,

and you may receive a more rapid response through this action than by submitting a resolution to the Council on Resolutions.

Petitions to the Board may be submitted directly by clubs or may result from a district conference. They must also be signed by either the club president or district governor. The intent of the petition should be clearly explained in a letter either to the Rotary president, Board of Directors, or the general secretary. The petition can be formatted as a proposed resolution or simply as a letter.

### **Additional Information**

If you have questions about Rotary's legislative process, please email Council Services at [council\\_services@rotary.org](mailto:council_services@rotary.org). Additional information can also be found in the following resources:

- Council on Legislation articles of the RI Constitution and RI Bylaws
- Council on Resolutions article of the RI Bylaws
- Council on Legislation and Council on Resolutions article of the RI Code of Policies
- Councils page of [rotary.org](http://rotary.org)